

**JOB VACANCY NOTICE**  
**Chainman I**  
**INTERNAL APPLICANTS ONLY**  
Government of the Virgin Islands



**Opening Date:** 11 January 2019  
**Closing Date:** 25 January 2019  
**Location:** Tortola  
**Vacancy Notice No.** MCW/5/2019 (**INTERNAL APPLICANTS ONLY**)  
**Job Classification:** Grade 1  
**Ministry/Department/Unit:** Public Works Department  
**Position Details:** One year probationary period  
Non-established position  
**Employment Type:** Full-time  
**Remuneration/Benefits:** Salary range **\$16,543 – \$22,835**. Salary is commensurate with relevant qualifications and experience.

#### ROLE SUMMARY

The successful applicant will provide fieldwork assistance to the Surveyors and assist Field Supervisor in the maintenance of survey control marks, the department's vehicles and surveying equipment. **SEEKING TO RECRUIT INTERNAL OFFICERS ONLY WHO FALL WITHIN THE GRADE 1 TO 6 RANGE.**

#### MAIN RESPONSIBILITIES

1. Assist with the smooth and efficient operation of the department by providing fieldwork assistance to the Surveyors and assisting the Field Supervisor, including:
  - a. Maintenance of survey control marks
  - b. Assists in setting up instrument plumb and level over survey stations
  - c. Assists in carrying equipment to and from work sites
  - d. Cuts line, hold range pole, cut and drive traverse stakes and boundary markers
  - e. Drives vehicle when instructed by the surveyor
  - f. Maintains the department's vehicles and field equipment
2. Performs any other related duties as required by Supervisor or any other senior officer in order to contribute to the effectiveness and efficiency of the department.

#### BEHAVIOURAL COMPETENCIES

1. Observes departmental standards for own conduct
2. Manages own work effectively
3. Communicates clearly and effectively
4. Manages relationships with others in the team, including your manager
5. Ensures own actions reduce risks to health and safety

#### WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Outdoor environment

#### MINIMUM QUALIFICATIONS AND EXPERIENCE

- High School Certificate or equivalent
- Relevant experience in working with various types of survey field equipment is desirable
- Valid BVI driver's licence
- Basic knowledge of Government structure, policies and procedures
- Ability to produce field reports
- Ability to read measuring tape and take accurate measurements
- Good organisational skills
- Good oral and written communication skills
- Good interpersonal skills

#### HOW TO APPLY

All applications for employment to the Public Service, including applications for transfer under the Employee Mobility Programme must be submitted to the address provided below by the job closing date.

Agency:

**Permanent Secretary**  
**Ministry of Communications and Works**  
**Central Administration Building**  
**Road Town, Tortola VG 1110**  
**British Virgin Islands**

Or by email: [hrdemployment@gov.vg](mailto:hrdemployment@gov.vg)

Applicants should submit the Employment Application (available at: [www.bvi.gov.vg](http://www.bvi.gov.vg)); a Résumé/Curriculum Vitae of their relevant experience and qualifications; with two personal reference letters; certified copies of identification, citizenship, and academic certifications/diplomas/licenses, along with a police certificate from your place of residency.

Applying through the Employee Mobility Programme: Applicants interested in transferring to the Public Service through the Employee Mobility Programme must submit the standard Employment Application (see above) along with the Employee Mobility Application (available at: [www.bvi.gov.vg/services/emp](http://www.bvi.gov.vg/services/emp)). All sections of both forms must be thoroughly completed in order to prevent delays in processing applications. For more information about the Employee Mobility Programme, click [www.bvi.gov.vg/services/emp](http://www.bvi.gov.vg/services/emp).

*Important Notice: Qualified candidates who are considered for potential employment with the Government of the Virgin Islands may be requested to provide further criminal history record information. Evidence of a criminal conviction or other relevant information obtained shall not automatically disqualify an individual from employment with the Government of the Virgin Islands.*